

- COMPLETE THE “How to Use Brightspace D2L” TRAINING IN D2L BRIGHTSPACE**
  - D2L Brightspace is your online classroom and is located in [SpartanNet](#).
  - To access the training, click on “How to Use Brightspace D2L” on your D2L Brightspace homepage.
- ORDER YOUR BOOKS**
  - The online bookstore is located in [SpartanNet](#).
  - Once you are registered and the online bookstore is open, order your books by clicking on “**Buy Your Books.**” Locate this link on your schedule at the bottom of your SpartanNet home page. Click [here](#) for more detailed book ordering instructions.
  - **Book Charging:** You are able to charge your books against your M State account or financial aid during the charging period. If you register after the charging period opens, you will need to wait one business day after registering to charge your books.
    - **SUMMER 2019 online bookstore opening date: May 8th**
    - **SUMMER 2019 book charging dates: May 8th-June 7th**
    - **FALL 2019 online bookstore opening date: August 5th**
    - **FALL 2019 book charging dates: August 5th-30th**
  - Allow time for shipping. You will need your books by the first day of classes.
- MAKE ANY NECESSARY LIFE SCHEDULE ADJUSTMENTS**
- ENSURE YOU HAVE THE TECHNOLOGY NEEDED TO COMPLETE YOUR ONLINE PROGRAM AND/OR COURSES**
  - Click [here](#) to view your online program’s technology requirements.
  - You must have daily access to a computer with reliable high-speed internet access.
  - Tablet devices (e.g., iPad) and smartphones do not typically support all applications in an online classroom.
  - Develop a technology back-up plan in the event you have computer and/or internet connectivity issues.
  - Review the Technology Reference Guide (located in SpartanNet under OTHER RESOURCES).
- COMPLETE THE [FREE APPLICATION FOR FEDERAL FINANCIAL AID \(FAFSA\)](#)**
  - M State School Code (005541; Perham).
  - SUMMER 2019= 2018-19 FAFSA (2016 tax information), FALL 2019= 2019-20 FAFSA (2017 tax information).
  - Review your financial aid status in the FINANCIAL AID tab in E-Services (found within [SpartanNet](#)).
  - Check your student email account for notification on next steps. Grants automatically apply, but there are steps you need to complete for student loans (i.e., select loan amount, sign a master promissory note, and complete entrance loan counseling).
  - Questions? Contact the [financial aid office](#) (877-450-3322; [financialaid@minnesota.edu](mailto:financialaid@minnesota.edu)).
  - Click [here](#) for other payment methods.
- SET UP YOUR M STATE EMAIL ACCOUNT AND THEN CHECK IT DAILY**
  - Review the [instructions](#) on setting up your M State email account.
  - Located in SpartanNet.
  - Email is M State’s official form of communication. You are expected to thoroughly read your student email account daily.
- APPLY FOR [ACCESSIBILITY RESOURCES](#), IF NEEDED**
- ACCESS YOUR COURSE(S) IN D2L BRIGHTSPACE ON THE FIRST DAY OF CLASS**
  - You need to **actively** participate in your classes starting the first day of class ([FN policy](#)).
  - Note: You won’t be able to typically access your course(s) in D2L Brightspace PRIOR to the start date(s).
  - Plan on participating at least 5 days/week in your courses.
  - Instructors are obligated to withdraw students from courses after 14 consecutive calendar days of non-participation ([FW policy](#)).

**Questions?** We've got answers. Give us a call at 877.450.3322, email [info@minnesota.edu](mailto:info@minnesota.edu), or let's chat at [minnesota.edu/help!](http://minnesota.edu/help!)

This document is available in electronic form at: <http://minnesota.edu/?id=21731>